



## **JOB DESCRIPTION**

### **JJSG Youth Advisory Council Coordinator**

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Community Law in Action (CLIA) develops young people to be leaders by connecting them to opportunities to amplify their voices, cultivate their skills, and actively participate in the process of positive community change.

**Position Description:** The Youth Advisory Council Coordinator is responsible for managing, training and mentoring the Annie E. Casey Foundation's Juvenile Justice Strategy Group (JJSG) Youth Advisory Council, a group of 10-12 young adults from around the United States and currently or formerly involved in the juvenile justice system who work to inform and support the JJSG's juvenile justice reform efforts.

#### **Major Responsibilities:**

- Review applications for the incoming council members and provide input into their selection.
- Manage all logistics related to the council's travel and accommodations to/from council meetings and conferences (e.g. travel via air and train, hotel accommodations, registration, meals).
- Manage all logistics related to the council's monthly phone calls and in-person meetings. This includes securing the meeting location/call logistics, developing the meeting objectives, outcomes and full agenda, securing speakers, and preparing council members to participate.
- Carry out all administrative functions related to the Youth Advisory Council.
- Facilitate engaging meetings focused on juvenile justice reform involving council members and JJSG staff.
- Apply positive youth development approaches to the engagement of justice-involved youth and young adults.
- Work with the JJSG and council members to identify critical ways the Youth Advisory Council can best inform AECF's juvenile justice reform efforts.
- Facilitate the preparation of council members for engagement in external meetings.
- Develop opportunities for council members to strengthen their professional development and leadership skills through connections with national and local organizations and resources.
- Manage \$200k project budget.

**Position Requirements:**

- Bachelor's Degree or related experience.
- Experience mentoring, training and/or engaging youth in public policy advocacy and/or campaigns.
- Experience managing a variety of high-level logistics for meetings and/or conferences.
- Experience managing project budgets.
- Working knowledge of juvenile justice and/or criminal justice systems and policies.
- Strong writing and public speaking skills.
- Strong self-motivation; ability to meet tight deadlines and balance multiple priorities.
- Ability to work collaboratively with diverse communities and individuals.
- Demonstrated commitment to the values of CLIA and AECF.
- Facility with Microsoft Word, Excel, the Internet, and online communication tools (e.g., WebEx).

If interested in applying, please mail, e-mail, or fax a cover letter and résumé to:

Corryne Deliberto, Executive Director

CLIA

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*CLIA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender identity and/or expression, national origin, age, or disability.*